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STATE CONTROLLER   DEPUTY STATE CONTROLLER

To: HR Directors, Personnel and Payroll Officers
From: Betty Everatt, Payroll Systems Supervisor
Date 11/15/06
Subject: MSECCA Deduction Processing

As the end of 2006 approaches, agencies should be prepared to enter MSECCA deductions for 2007 on the H0ZDC screen for those employees who have elected to contribute through payroll deduction. The dates during which you may enter these deductions are as follows:

>   Cycle A 12/18/06 thru 12/28/06
>   Cycle B 12/22/06 thru 1/04/07

If this does not allow you sufficient time to enter all MSECCA deductions for your agency, please contact OSC - Payroll.

In setting up the MSECCA deduction (#58) the following expiration dates should be entered in the END DATE field:

- Cycle A 12/08/2007
- Cycle B 12/15/2007

If an employee already has Deduction #58, you will only have to make the following changes:

>   *   Update the AMT/PCT field if the employee has changed his/her bi-weekly
>   contribution amount
>   *   Update the END DATE field with the new expiration date
>   *   If for some reason the deduction has been turned off, turn the
>   deduction back on by changing the FREQ field from '00' to '09'

Because the H0ZDC screen is a multi-record screen, it is possible to scroll thru all the records for your company for a particular deduction. For many, this will make updating existing MSECCA deductions much easier and faster. The command line you would enter to do this is:

GU   Co.No., * ,58   H0ZDC

This will cause all MSECCA deduction records and only MSECCA deduction records for your company to come up on the screen. You would simply hit Enter to scroll from one record to the next, in employee number order. Pressing the PF12 key will scroll you backwards thru the list of records. To update a record you would enter an 'R' in the subcommand field and change the data that needs to be changed before hitting Enter.

Please note: If you begin one of these scrolls and, for some reason, get out of it before you reach the end, you cannot begin the scroll except at the beginning of your company. Likewise, if you work in a large company and are not responsible for all of its employees, you cannot 'tailor' this technique to select just your employees. The scroll always starts with the lowest employee number in your company and progresses in ascending order by employee number**.**

It is no longer necessary to forward your MSECCA deduction authorization forms to the OSC. Please retain at your agency. If you have any questions, please contact OSC - Payroll.